

DD/S 65-0407

JAN 29 1965

MEMORANDUM FOR: Chief, Records Administration Staff

Lou:

I informed you today by telephone that we have just received a new GSA Regulation which declares a moratorium on the purchase of new filing cabinets for use throughout the Government. George Meloon is sending you copies of this Regulation and is likewise distributing copies to key officials and Support officers throughout the Agency.

Colonel White thinks that the issuance of this Regulation provides us with the basis for kicking off a new drive on retiring and destroying unneeded records. He would like you to prepare a draft of such a Notice in which you should make reference to the new GSA Regulation.

Would you please get this draft to us no later than 5 February.



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